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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)  
(General)  
FROM : Advisor for Management

DATE: 25 April 1951

SUBJECT: Recommendations for Organizational Location of Shipping Branch,  
Transportation Division, Administrative Services Office

## 1. Problem

Based on consultant recommendation, to determine the practicality of transfer of the Shipping Branch and its responsibilities from the Transportation Division, Administrative Services Office, to the Procurement Office.

## 2. Findings

a. Attached as Exhibit A are current statements of mission and functions of this Branch.

b. The operations of this Branch are divided into two major segments:

(1) The handling of shipping of supplies and equipment to overseas activities.

(2) The handling of personal effects and household goods shipped at government expense to or from official stations.

## 3. Recommendations

Because of the close affinity between the functions of the Shipping Branch and those of the Procurement Office pertaining to handling, crating and packing of cargo it is recommended:

a. That the functions and responsibilities for all phases of handling of shipping of supplies and equipment to overseas activities be transferred to the Procurement Office.

b. This will eliminate considerable paper-flow and the obvious problems resulting from dual-office responsibility.

c. That the responsibility for handling of personal effects and household goods for shipment at government expense be retained by the Transportation Division, Administrative Services Office, and incorporated into the Travel Branch, Transportation Division.

d. The consolidation of these two associated personal functions eliminates one step in the processing procedure, for with such an arrangement both can be performed at one location.

Att: Exhibit A  
CC: Ch., Administrative Services  
Ch., Procurement

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